

14 MAY 2002

Personnel

**CADET SERVICE ACADEMY EXCHANGE
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 34 TRS/DOOL (MSgt Richard Brandt)
Supersedes USAFAI 36-186, 20 March 2000

Certified by: 34 TRS/DO (Maj Cheryl Edwards)
Pages: 11
Distribution: F

This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, for an exchange program between the US Air Force, Coast Guard, Military, and Naval academies. The purpose of the exchange program is to further the bonds of friendship and understanding between the separate branches of our United States military services. This voluntary program involves an exchange of second-class cadets and midshipmen during the fall semester of each academic year. This instruction applies to all USAF Academy agencies involved in support of the Cadet Service Academy Exchange Program. See **Attachment 1** for listing of abbreviations and acronyms.

SUMMARY OF REVISIONS

Updates responsibilities; changes time line; changes selection approval level; adds cadet sponsor; adds Director of Athletics to welcome meeting, and exit and return interviews; and adds notification to USAFA program manager of cadets and midshipmen's change of status (paragraphs **2.-2.9.**). A bar (|) indicates revisions from the previous edition.

1. How the Exchange Works:

1.1. Annually, the USAF Academy selects up to 22 second-class cadets to participate in a semester-long exchange program with the US Military Academy (USMA) (nine cadets), the US Naval Academy (USNA) (nine cadets), and the US Coast Guard Academy (USCGA) (four cadets).

1.2. The exchange begins prior to the start of the fall semester as determined by the host academy and ends at the host academy's fall semester or Christmas break.

1.3. Exchange cadets and midshipmen are completely integrated into the host academy's activities and will be governed by the host's rules and instructions. Exchange cadets and midshipmen are afforded the same passes and liberties as a second-class cadet on the Superintendent's list unless extraordinary circumstances dictate otherwise.

1.4. While on the exchange program, USAFA cadets are expected to participate in all facets of the host academy's way of life to learn as much as possible during their stay. USAFA cadets are expected to maintain good academic, military, and athletic performance while at the host academy. Concerning academic and military grades, the following apply:

1.4.1. If the end-of-semester academic grades received would ordinarily result in academic probationary status at USAFA, the cadet is on academic probation upon return. Cadets receive credit for courses passed. Such credit is entered on their academic records and computed into their grade point average (GPA).

1.4.2. Upon return to USAFA, the previous Military Performance Appraisal (MPA) and Physical Education Average (PEA) (semester or cumulative, whichever is higher) is assigned unless extraordinary circumstances warrant assigning a lower MPA or PEA.

2. Responsibilities. The Commandant of Cadets (34 TRW/CC) has overall responsibility for this program. Other key staff heads in the exchange program are the Commander, 34th Training Squadron (34 TRS/CC); Commander, 34th Logistics Squadron (34 LS/CC); Commander, 34th Training Group (34 TRG/CC); Dean of the Faculty (HQ USAFA/DF); Director of Athletics (HQ USAFA/AH); Director of Personnel (HQ USAFA/DP); Director of Financial Management and Comptroller (HQ USAFA/FMF); Command Surgeon (10 MDG/CC); Commander, 10th Communications Squadron (10 CS/CC); and the Chief, Logistics Division (10 ABW/LG). Specific tasks for each of these staff heads are as follows:

2.1. The Commandant of Cadets through the Commander, 34th Training Squadron:

2.1.1. Appoints a USAFA program manager from the 34 TRS who coordinates all aspects of the program with applicable USAFA agencies and his or her counterpart at each participating academy. The program manager:

2.1.1.1. No later than the end of January of each year, briefs all interested third-class cadets about the program. The briefing includes application procedures, selection process, program specifics (with returning exchange cadets briefing their experiences), and notification procedures.

2.1.1.2. Establishes a selection board to select 22 primary and 5 alternate exchange participants. It consists of a representative from the 34 TRG, the Office of the Registrar (HQ USAFA/DFR), and Athletic Programs (HQ USAFA/AHP). Board members should be majors or above. The USAFA program manager acts as the board recorder but is not a voting member. See paragraph 5. for selection board procedures. Results of the board's actions are not released until after 34 TRW/CC approval.

2.1.1.3. Prepares the AF Form 1768, **Staff Summary Sheet**, for 34 TRW/CC approval of the selected primary and alternate exchange participants. The AF Form 1768 must be coordinated through HQ USAFA/DF, HQ USAFA/AH, 34 TRG/CC, and approved by 34 TRW/CC. An informational copy of the AF Form 1768 is provided to HQ USAFA/CC.

2.1.1.4. Notifies each applicant by memorandum, through the Air Officer Commanding (AOC), of selection or nonselection as soon as possible after 34 TRW/CC approval. Provides appropriate USAFA agencies with an approved list of cadets participating in the exchange program. Sends approved names to the respective exchange academy no later than 30 April of each year.

2.1.1.5. Prepares orders for USAFA cadets participating in the exchange program no later than 1 May of each year.

2.1.1.6. Prepares and distributes out-processing instructions to participating cadets no later than 1 May of each year. The instructions should outline out-processing procedures, reporting instructions, transportation procedures and limitations, change of address instructions, uniform requirements, and required records to hand-carry to host academy, etc.

2.1.1.7. As names of cadets and midshipmen arrive from other participating academies, compiles a list and distributes to appropriate USAFA agencies.

2.1.1.8. Assigns visiting cadets and midshipmen to squadrons and sends a list to 34 TRG/CC for approval no later than 15 May of each year. Where possible, assigns cadets and midshipmen to squadrons which have USAFA cadets participating in the exchange. Do not assign more than one service academy exchange cadet or midshipman to the same squadron.

2.1.1.9. Ensures assignment of post office boxes to incoming exchange cadets and midshipmen.

2.1.1.10. Ensures e-mail accounts are established for the visiting cadets and midshipmen. Ensures that USAFA cadets at their host academies can receive USAFA e-mail.

2.1.1.11. Establishes in-processing procedures for arriving exchange cadets and midshipmen and prepares in-processing instructions. During Transition Week, holds a meeting with visiting cadets and midshipmen to cover in-processing procedures as well as any other USAFA-specific issues deemed necessary.

2.1.1.12. Establishes out-processing procedures for departing exchange cadets and midshipmen and prepares out-processing instructions no later than 1 December of each year. Instructions should include an out-processing checklist. This checklist will include an item certifying that microcomputer systems and software have been returned to the point of issue.

2.1.1.13. Ensures overall academic and military evaluations of each visiting cadet and midshipman are sent to their respective academy no later than 30 January of each year.

2.1.1.14. Consolidates end-of-tour reports from all USAFA exchange cadets and ensures end-of-tour feedback is disseminated to appropriate agencies.

2.1.1.15. Schedules welcome meetings for the visiting exchange cadets and midshipmen with the USAFA Superintendent, Commandant of Cadets, Dean of the Faculty, Commander of 34 TRG, and the Director of Athletics.

2.1.1.16. Schedules exit interviews for the visiting cadets and midshipmen and return interviews for the returning USAFA cadets with the USAFA Superintendent, Commandant of Cadets, Dean of the Faculty, Commander of 34 TRG, and the Director of Athletics.

2.2. The Commander, 34th Logistics Squadron, through the Program Management Flight, 34th Logistics Squadron (34 LS/LGP):

2.2.1. Ensures the services and supplies necessary for each incoming cadet and midshipman are authorized and available as necessary. Serves as contact point for replacement of needed distinctive items.

2.2.2. Through Cadet Housing Flight (34 LS/LGH), issues linens, blankets, and pillows to visiting exchange cadets and midshipmen, as needed, at the beginning of the fall semester and ensures these items are returned prior to their departure.

2.2.3. Through Cadet Issue (10 ABW/LGLC), ensures replacement uniform items are available for purchase in the Cadet Uniform Replacement Store prior to USAFA exchange cadets' departure.

2.2.3.1. During May, ensures each USAFA cadet participant has a serviceable flight suit and flight jacket. Ensures cadets return issued items after they return to USAFA in January.

2.2.3.2. Issues flight suits and flight jackets to visiting exchange cadets and midshipmen as needed for aviation programs and incentive flights arranged by 34 TRS. Ensures cadets and midshipmen return issued items prior to departure for Christmas leave.

2.3. The Commander, 34th Training Group (34 TRG/CC):

2.3.1. Appoints a selection board member to review and vote on applicants' folders during the January selection board (rank of major or above).

2.3.2. Reviews exchange uniform requirements no later than 15 April of each year (see [Attachment 2](#)). Notifies 34 TRS of any changes so they may be included in the instructions to participating cadets.

2.3.3. Ensures respective AOCs submit military evaluations and evaluation comments for each visiting cadet and midshipman by 10 December of each year to 34 TRS. AOCs should specifically mention leadership potential, military conduct, strengths and weaknesses, etc., of the visiting cadet and midshipman. Use forms and instructions supplied by the home academy through 34 TRS (if available); otherwise, use a military memorandum format.

2.3.4. Ensures respective AOCs assign a cadet sponsor for the incoming exchange cadet or midshipman. Cadet sponsor's duties include ensuring linens are available and providing an explanation of the cadet area, schedule of calls, etc.

2.3.5. Informs the USAFA program manager of change in status of any of the exchange cadets or midshipmen.

2.3.6. Counsels all cadets selected for the exchange program on the objectives and goals for the program and reminds them of their roles as representatives of the Air Force Academy Cadet Wing.

2.4. The Dean of the Faculty (HQ USAFA/DF) through the Office of the Registrar (HQ USAFA/DFR):

2.4.1. Appoints a selection board member to review and vote on the applicant folders during the February selection board (rank of major or above).

2.4.2. Meets with advisors and participating USAFA cadets not later than 1 May of each year to finalize cadets' academic programs at the host academy.

2.4.3. Inputs data on incoming visiting exchange cadets and midshipmen into the Cadet Administrative Management Information System (CAMIS) by 1 June of each year.

2.4.4. Provides an abbreviated academic file for each participating USAFA cadet to hand-carry to the cadet's host academy.

- 2.4.5. Coordinates with the other participating academies and appropriate USAFA agencies to prepare academic schedules for visiting exchange cadets and midshipmen by the beginning of the fall semester.
- 2.4.6. During Transition Week (in coordination with the 34 TRS program manager), holds a meeting with visiting cadets and midshipmen, HQ USAFA/DF department representatives, 50th Training Squadron (50 FTS), 94th Flying Training Squadron (94 FTS), 98th Flying Training Squadron (98 FTS), and Athletic Programs (HQ USAFA/AHP) to settle any scheduling problems.
- 2.4.7. Ensures instructor evaluation forms (as provided by the home academy) for visiting cadets and midshipmen are completed as requested and forwarded to the 34 TRS program manager not later than the beginning of Christmas leave each year.
- 2.4.8. Ensures adherence to the following physical education (PE) grading procedures: USAFA exchange cadets are allowed validation credit for fitness tests and intramurals scheduled during the exchange period. USAFA exchange cadets receive a one-for-one credit for a course taken at the host academy, provided it correlates to a USAFA Physical Education course.
- 2.4.9. Ensures sufficient copies of the visiting exchange cadets' and midshipmen's transcripts are prepared for the home academy and each cadet and midshipman. Ensures these are sent out no later than 14 January of each year.
- 2.4.10. Upon receipt of USAFA exchange cadet transcripts from the visited institution, takes action to post appropriate grades, transfer credit, and determine eligibility for appropriate honor's list and academic probation as needed.
- 2.5. Through the Commander, 10th Communications Squadron (10 CS):
 - 2.5.1. Provides exchange cadets with microcomputer systems and software compatible with the second-class USAFA cadets. These systems are issued to the exchange cadets on a hand receipt during Transition Week and turned in prior to departure on Christmas leave.
- 2.6. The Director of Athletics (HQ USAFA/AH):
 - 2.6.1. Appoints a selection board member to review and vote on the applicant folders during the February selection board (rank of major or above).
 - 2.6.2. Assists the HQ USAFA/DF project officer in scheduling incoming cadets and midshipmen in the physical education program.
 - 2.6.3. Determines each cadet's eligibility to compete in the exchange academy's intercollegiate programs. Prior to any intercollegiate athletic practice or competition, each exchange cadet has a mandatory requirement to confer with the USAFA NCAA Compliance Division to determine his or her intercollegiate athletic eligibility. Failure to do so may result in ineligibility for future NCAA competition.
- 2.7. The Director of Personnel (HQ USAFA/DP) through the Director of Cadet Personnel (HQ USAFA/DPY):
 - 2.7.1. Is responsible for the military personnel processing of all cadets and midshipmen participating in the exchange program.
 - 2.7.2. Ensures each USAFA exchange cadet:
 - 2.7.2.1. Is out-processed through Cadet Personnel Customer Service/Separations

(HQ USAFA/DPYQ) in accordance with current HQ USAFA/DPY policy.

2.7.2.2. Status is updated to the appropriate duty status code in CAMIS upon departure.

2.7.2.3. In-processes through HQ USAFA/DPYQ upon return to USAFA. Duty status code is updated in CAMIS to show the cadet has returned to USAFA.

2.7.3. Ensures each visiting exchange cadet and midshipman:

2.7.3.1. In-processes with HQ USAFA/DPYQ to establish a mini record.

2.7.3.2. Has a duty status code updated in CAMIS (in coordination with the HQ USAFA/DFR) upon arrival and departure from USAFA.

2.7.3.3. Is out-processed through HQ USAFA/DPYQ in accordance with current HQ USAFA/DPY policy.

2.8. The Director of Financial Management and Comptroller through the Chief of Financial Services (HQ USAFA/FMF):

2.8.1. Maintains the cadet pay records of the USAFA exchange cadets during their period of TDY.

2.8.2. Discontinues, deducts, or reduces all the fixed charges for facilities and activities the USAFA exchange cadets will not be using or participating in during the exchange to a host academy.

2.8.3. Cadet Pay technician processes transaction to have exchange cadet's Leave and Earnings Statement (LES) sent to their P.O. Box.

2.8.4. Cadet Pay technician sends a bill to cadets requesting barber and linen service. Technician collects the money (via check) and pays the contractors as required.

2.9. The Command Surgeon (10 MDG/CC):

2.9.1. Provides each participating USAFA exchange cadet his or her medical records within 3 days prior to the cadet's departure from USAFA. Cadets will pick up and hand-carry these records to their host academies. Cadets will return these records to the Cadet Clinic upon return to USAFA. Dental records are forwarded to the host academy according to 10th Dental Squadron policy.

2.9.2. Ensures cadets with special medical considerations are provided appropriate documentation, medication, instructions, etc., prior to their departure.

2.9.3. Places appropriate statement in each exchange cadet's medical record certifying he or she is medically qualified for parachute jump training, flights in ejection seat aircraft, and other military training programs as required.

2.10. The Chief of the Logistics Division (10 ABW/LG) through the Chief of Transportation Division (10 ABW/LGT):

2.10.1. Arranges commercial air travel as required.

3. Determining Eligibility:

3.1. No later than January of their third-class year, cadets who meet the following criteria may apply for the Cadet Service Academy Exchange Program:

- 3.1.1. GPA -- 3.00 minimum (semester or cumulative).
- 3.1.2. MPA -- 3.00 minimum (semester or cumulative).
- 3.1.3. PEA -- 3.00 minimum (semester or cumulative).
- 3.2. No waiver of the above criteria except in extenuating circumstances.

4. How to Apply:

- 4.1. No later than January of each year, the exchange program manager holds a briefing on the exchange program and application procedures. Each eligible third-class cadet who wishes to apply for the program should do the following:
 - 4.1.1. Submit a military memorandum stating his or her desire to participate in the program. See [Attachment 3](#) as a guide. Send the memorandum to 34 TRS no later than the date specified by the USAFA program manager.
 - 4.1.2. Discuss his or her desire to participate in this program with the AOC. Ask the AOC to fill out an AOC Evaluation of Cadet recommending him or her for participation in the program. The AOC should send the form through the Group AOC to 34 TRS to arrive no later than the date specified by the USAFA program manager.
 - 4.1.3. Submit one additional memorandum of recommendation from any USAFA assigned person. This may be in the form of a memorandum or a USAFA Form 37, **Cadet Performance Evaluation and Recommendation**. The memorandum must be addressed to 34 TRS, Subject: Recommendation for the Cadet Service Academy Exchange Program. The memorandum or USAFA Form 37 must arrive at 34 TRS no later than the date specified by the USAFA program manager.
 - 4.1.4. Attend an interview by the appointed board member prior to the selection board meeting as scheduled by 34 TRS.

5. How to Select:

- 5.1. The selection board consists of one officer representative (major or above) from 34 TRG, HQ USAFA/DFR, and HQ USAFA/AHP. The 34 TRS program manager acts as the board recorder and establishes the date, time, and place for the meeting. Usually the board will meet during January. The board uses the following procedures:
 - 5.1.1. Each board member privately reviews each application folder and assigns a point value from 1 to 10 (1 is the least qualified, and 10 is the best qualified). This step may be accomplished prior to the selection board meeting date. (Round 1)
 - 5.1.2. The board recorder compares point values and identifies folders whose point values vary by three or more points. These folders will be reevaluated in open discussion by the board and points adjusted if warranted. (Round 2)
 - 5.1.3. The board recorder totals the points and rank orders the folders according to the point totals. The board rank orders those folders with identical totals in open discussion and consensus as necessary.

5.1.4. Exchange slots will then be awarded based on rank order and the cadet's stated preference. Once the 22 primary slots and 5 alternates are filled, the board's work is done.

5.1.5. The board recorder prepares an AF Form 1768 to coordinate the list with HQ USAFA/AH, HQ USAFA/DF, 34 TRS/CC, 34 TRG/CC, and then to 34 TRW/CC for approval. The AF Form 1768 is sent to HQ USAFA/CC for information. The results of the board are not released until after 34 TRW/CC approval.

6. Preparing Travel Orders. The program manager ensures travel orders are prepared for each cadet who participates in the Cadet Service Academy Exchange Program. The program manager determines which travel arrangements are in the best interest of the government and the cadet involved. If sending a cadet directly from a summer program to his or her host academy can save travel funds, then the program manager should coordinate with the 34 TRS/CC on order preparation. Travel orders should normally be prepared by 1 May of each year. Cadets will file a travel voucher within 5 workdays after their return to USAFA.

7. Complying with Uniform Requirements. Cadet Service Academy Exchange cadets ensure they have all necessary items listed in [Attachment 2](#). All items must be in serviceable condition and in the cadets' possession when they arrive at their host academy or shipped with their personal property. The program manager may amend this list in specific instances after coordinating with the host academy. USAFA-distinctive items are unavailable at the host academy. Cadets must coordinate replacement of lost or damaged items through the host exchange program manager. An equivalent uniform chart is provided in the LOI for departing cadets. This is a guide for determining the proper uniform to wear when the host academy prescribes specific uniforms for their formations.

8. Transporting Excess Baggage. Cadet Service Academy Exchange cadets are authorized reimbursement of excess baggage when traveling by commercial air transportation. The program manager, in coordination with the Joint Personal Property Shipping Office, may establish additional procedures to ship personal property. Cadets are authorized to ship up to 350 pounds of personal property.

9. Arranging Field Trips. The USAFA program manager may arrange one or more field trips for the visiting exchange cadets and midshipmen to expose them to different Air Force missions. Request for excuse from academic, athletic, and military training is submitted to 34 LS/LGPC via USAFA Form 17, **Request for USAFA Scheduling Committee Action**, for coordination and approval.

10. Forms Adopted. AF Form 1768, **Staff Summary Sheet**; USAFA Form 17, **Request for USAFA Scheduling Committee Action**; USAFA Form 37, **Cadet Performance Evaluation and Recommendation**.

S. TACO GILBERT III, Brig Gen, USAF
Commandant of Cadets

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AOC —Air Officer Commanding

CAMIS —Cadet Administrative Management Information System

GPA —Grade Point Average

LOI —Letter of Instruction

MPA —Military Performance Appraisal

PEA —Physical Education Average

USCGA —US Coast Guard Academy

USMA —US Military Academy

USNA —US Naval Academy

Attachment 2

SERVICE ACADEMY EXCHANGE PROGRAM CLOTHING LIST

2 Ascots	1 Insignia, cap	2 pr Shoes, low quarter, black
2 sets BDUs	2 pr Insignia, US	2 pr Shorts, athletic
1 Belt, BDU, w/buckle	1 Jacket, field	1 pr Shower sandals
1 Belt, parade, white	1 Jacket, parade, blue	1 pr Slippers
2 Belts, service, w/buckle	2 Jackets, athletic, blue	+ pr Socks, athletic
1 pr Boots, combat	1 set Jogging ensemble	+ pr Socks, nylon/cotton
1 Cap, BDU	1 Overcoat, blue	2 pr Socks, thermal
1 Cap, parade, dress	1 pr Overshoes, rubber	+ pr Socks, varsity-crew, black
1 Cap, watch, navy blue	2 pr Pajamas (optional)	+ pr Socks, wool, boot
2 Caps, flight, blue	+ Panties/briefs	2 Suits, sweat
2 Caps, service, blue	1 Parka	1 Swimsuit
2 Coats, service (all weather)	5 Patches, USAFA	2 Tabs/Ties service, blue
1 Cover, cap, rain	+ Prop and Wings	2 pr Trouser blouses
1 Flight suit	1 Robe, bath, USAFA	2 pr Trousers, parade, dress, white
1 pr Gloves, dress, gray, lined	1 Scarf, wool, gray	3 pr Trousers, service, blue (AW)
1 pr Gloves, utility	1 pr Shoes, all purpose	6 T-shirts, USAFA, personalized
2 pr Gloves, white, cotton	1 pr Shoes, basketball	1 set Name tag, flying suit, w/tape
1 Raincoat (modified to wear cadet raincoat epaulets)	2 pr Shoulder boards (C/MSgt)	3 pr Shoulder marks (1 raincoat set)
6 Shirts/Overblouses, service, blue, short-sleeved	+ pr Shoe trees (for all mil shoes)	4 Shirts, service, blue, long-sleeved

Additional Items for Women Only

- + Bras
- + pr Pantyhose
- 1 Skirt, service (AW)
- 1 pr Shoes, plain pump, black patent or blk smooth leather, closed toe and heel

Additional Items for Men Only

- 1 set Cuff links, silver, plain
- 1 set Cuff links, silver, Coat of Arms
- + T-shirts, underwear, v-neck
- + Supporters, athletic

+: Denotes quantity as needed

AW: All weather

Attachment 3

SAMPLE APPLICATION MEMORANDUM

Today's Date

MEMORANDUM FOR 34 TRS

FROM: Name, squadron, and CQ phone #

SUBJECT: Application to the Cadet Service Academy Exchange Program

1. I am applying to participate in the Cadet Service Academy Exchange Program for the fall semester 200X. If selected, I wish to be considered for exchange with the following academies (in order of preference): List the academies in the order of your preference. If you do not want to be considered for one or two of the academies, do not list them.

2. My SSN: XXX-XX-XXXX.

3. I am available for interview during periods (List your free periods).

4. In your own words, tell why you want to participate in the exchange. Limit the memorandum to one page, single-spaced. REMEMBER—ability to follow directions and neatness says a lot on an application.

Name, Rank

Cadet Squadron XX